

Olds College Academic Council

MINUTES



Thursday, May 13, 2021
Meeting 6:15 pm
Google Meets

	OCFA REPS	SAOC REPS	BOARD REPS
Members:	Ken Fry Bertrand Bickersteth Wendy Daley Dustin Farr Dave Moroz Andrea Mix Bob Van Someren (ALT)	Becky Hutchings Wesley Wilks	Debbie Thompson Peter Mal Dalin Bullock Dan Daley Gordon Gilchrist Christine Chalaturnyk (ALT) Jason Finnigan (ALT) Mary Medinsky (ALT)
Regrets:	Stuart Cullum James Benkie Dustin Farr David McKinnon	Katherine Sopotyk Kurt Spady (ALT) Sydney King	Mark Fournier Keith Friedlander (ALT) Andrew Taylor
Guest:	Darlene MacDonald		
Chair:	Peter Mal	Recorder:	Nicole Dussault

CALL TO ORDER

P.Mal called the meeting to order at 6:16

1. APPROVAL OF AGENDA

Motion AC051321.1 by K.Fry to approve the agenda as presented

CARRIED

2. APPROVAL OF THE APRIL 8TH, 2021 [MINUTES](#)

- The following correction to the minutes was noted and amended: "Chart of Rights and Freedom" to "Charter of Rights and Freedoms"

Motion AC051321.2 by D.Bullock to approve the April 8th, 2021 minutes as amended

CARRIED

3. NEW BUSINESS - POLICY REVIEW

3.1. [Scholarly Activity Policy/Procedure](#) (C.Chalaturnyk)

- C. Chalaturnyk explained that this is a new policy for Olds College. Through our institutional self study, we recognized the need to have a policy that addressed research activities, connected to our overall academic mission. Observation was supported by the CAQC Review Committee and a suggestion was

made that we follow through with that engagement process and develop and formalize a scholarly activity policy and procedure.

- The Boyer Model, as supported by and referenced in the CAQC handbook, includes the following types of scholarship: Scholarship of discovery, Scholarship of teaching, Scholarship of integration and Scholarship of application. Olds College has adopted a fifth scholarship - Scholarship of currency, which refers to the integration of direct and applicable skills and knowledge that add immediate value to the industries we serve; knowledge transfer that results in practice change by industry; contribution to development of standards, guidelines, and manuals for industry; and pedagogical improvement related directly to the skills and knowledge to remain current as an educator and a subject matter expert in an industry.
- A research and scholarship committee would be developed to provide advice and recommendations for research scholarship and creative activities. To date, there have been no processes set as to how the committee would be formed. The committee would assist instructors determine what qualifies for scholarly activity, with the Dean having final approval from the committee's recommendation. Over and above the committee, it is envisioned to have a position for mentorship and guidance. Terms of reference will be crafted, along with the reporting process and procedures, in the near future.
- This policy will be reviewed annually for the first two years, then continue on the regular policy revision cycle
- **Amendment to item #1.3 in Procedures:** replace 'and' with 'or'
- **Amendment to item #3 in Procedures:** Add the language that scholarly activity is open to all instructors who would like to engage and would need to be negotiated into their workload

Motion AC051321.3 by C.Chalaturnyk to submit the Scholarly Activity Policy as amended to the College Leadership Team for approval

CARRIED

3.2. [D43 Student Awards Policy/Procedure](#) (D. MacDonald)

- D. MacDonald explained that a large portion of what were considered procedures were removed from the policy and incorporated into the procedure. The procedure then went through a larger reorganization to provide more clarity on accessibility to the awards.
- The Office of Development ensures awards are appropriate. The Development team is also willing to revisit older scholarships/grants/bursaries to ensure the criteria is brought up to date
- Donors do have the right to designate funds to a certain area. The Development team will attempt to keep that as open and inclusive as possible
- **Amendment to Procedure Principles section:** suggestion to move the last bullet "T4A tax forms will be issued by Olds College as per Canada Revenue Agency guidelines" underneath bullet #4 "Award recipients must have a Canadian Social Insurance Number in order to receive funds" as they have a correlation to one another.
- **Correction to Procedure - Application Process bullet #4:** separate the words "Awards" and "depending"
- **Correction to Procedure - Application Process, bullet #6:** remove the second comma after "if declining"
- **Correction to Procedure, Internal Awards, Eligibility:** add a period after bullet #1

Motion AC051321.4 by D.MacDonald to submit D43 Student Awards Policy as amended to the College Leadership Team for approval

CARRIED

3.3. [D29 Student Records Policy/Procedure](#) (D.MacDonald)

- D. MacDonald explained that this was a new policy and procedure developed in response to the CAQC Organizational Review. This policy is in addition to the A19 Records Management and Disposition Policy and not in replacement of. This policy applies to student records that a student has supplied to the Office of the Registrar; not academic records.
- Consultations occurred with SAOC and OCFA
- **Correction to Policy/Procedure:** capitalize the word 'college' throughout to remain consistent
- **Correction to Policy, Definitions, Record:** remove comma after 'audiovisual' as audiovisual is modifying 'recording'
- **Correction to Policy, Definitions, Record:** remove capitalization on 'a'

Motion AC051321.5 by D.MacDonald to submit D29 Student Records Policy as amended to the College Leadership Team for approval

CARRIED

3.4. [D28 Admissions Policy/Procedure](#) (M.Medinsky/P.Mal)

- M. Medinsky explained that through the CAQC process, clarity was requested. CAQC is looking for a high level, philosophical approach to admission at Olds College.
- Consultations occurred with VPASE, SAOC and OCFA.
- Added four bullet points in the objective section, as well as made a few administrative changes. The word 'chair' was replaced with 'Associate Dean' in both the policy and procedure.
- It was identified that it would be the student applying or the admission officer working with the student that initiates the determination of using an alternate admission
- **Correction to Policy review period:** In the sentence "This policy will be reviewed every five (3) years by the Registrar and the Vice President responsible for Academics", change the word 'five' to 'three'

Motion AC051321.6 by M.Medinsky to submit D28 Admissions Policy as amended to the College Leadership Team for approval

CARRIED

4. **NEXT MEETING**

Date: June 10, 2021

Meeting 6:15 pm

Venue: Google Meets

Deadline for agenda item submission: May 14, 2021

P.Mal adjourned the meeting at 7:36 pm